

JULY'S HELPFUL HINTS

1. Remember to include hearing dates when filing objections to pleadings set for a hearing.
2. Remember to include Judges' initials at the end of case numbers (e.g. 05-10854-JMD, 05-10549-MWV).
3. When submitting a proposed order, the best way to include the date and Judge's signature line is simply set up as follows:

Date: _____
Mark W. Vaughn (or J. Michael Deasy)
Bankruptcy Judge

4. Affidavits re: Military Service can be filed electronically by first going to the Bankruptcy Banner then to "Other/Miscellaneous." Look for the event called "Affidavit: re Military Service."
5. The Affidavit re: Military Service is not a required document to be filed with a voluntary petition. See Administrative Order 9012-1.
6. If filing a Motion to Continue a Hearing scheduled to be heard within 24 hours of filing, please contact the respective Calendar Clerk to obtain a "Continued to" date. For Bankruptcy Chief Judge Mark W. Vaughn hearings, call Maureen Shambo at (603) 222-2685; for Bankruptcy Judge J. Michael Deasy hearings, call Christine Comer at (603) 222-2644.
7. Debtor(s)' electronic signatures are required for all amendments to schedules. To file Amendments to Statements or Schedules A, B, C, G, H, I, J, go to the Bankruptcy Banner, then to the "Other/Miscellaneous" category and click on "Amended Schedules/Statements." To file an amendment to Schedules D, E, F, select "Amended Schedules D, E, F (Fee)."
8. When filing a fee-related document, please do not enter "CC" in the receipt field. Leave the Receipt Field blank.
9. Please turn off pop-up blockers before logging into CM/ECF.
10. Have a new staff member at your firm? We cordially invite your newest member—be they an attorney, paralegal or secretary/assistant—to attend a CM/ECF class. See our website, nhb.uscourts.gov, for details on how to register.

11. When opening an adversary proceeding, plaintiff(s)' attorney(s) must add themselves to the case; the system will not add the attorney automatically. If you do not add yourself to the case, you will not receive e-mail notice of the summons or any other filing in the case.
12. When filing an application for fees, add the firm and the appropriate role (e.g. debtor's attorney, accountant, trustee's attorney). The firm is receiving the fee, not the individual attorney. For guidance on filing this type of document, refer to Section 6, "How to File a Document" of the "ECF External Users Training Manual" found on the Court's web site.